



# EDMS Enhancements

## Add a Document Screen Changes

Changes have been made to the Add a Document screen. eFilers will no longer see three checkboxes to select for documents. *The screenshots below displays the visual changes.*

Current view	New view
<p>Document Category -- select a Document Category --</p> <p>Document Type * -- select a Document Type --</p> <p>Additional Text</p> <p><input type="checkbox"/> Sealed <input type="checkbox"/> Confidential <input type="checkbox"/> Electronic Presentation</p> <p>Acceptable File Format Type(s) (*.pdf)</p> <p>Document Location</p> <p>Add to Submission</p>	<p>Document Category -- select a Document Category --</p> <p>Document Type * -- select a Document Type --</p> <p>Additional Text</p> <p><input type="checkbox"/> Filed under order to seal Date of order to seal</p> <p>Acceptable File Format Type(s) (*.pdf)</p> <p>Document Location <input data-bbox="1437 667 1518 693" type="button" value="Browse..."/></p> <p>Add to Submission <input data-bbox="1477 703 1518 724" type="button" value="Add"/></p>

**Sealed** – checkbox removed. File documents with an Application for Sealing Records and Proposed Order to Seal Records using the **Proposed Document to Be Sealed** Document Type. The system will automatically set the security at the correct level so that the document will not become public. A change to the rules to describe this process will be made.

**Confidential** – checkbox removed. Confidential documents are automated per the chosen event, for example, the Protected Information Disclosure Form is automatically set as confidential. For a list of such documents, click on the System Sealed Documents link at the bottom of the eFile page.

**Electronic Presentation** –checkbox removed. To electronically present a document to the judge, select **Proposed Document** category and then select the type of document, for example "Proposed In Camera Exhibits." The document type is specific to the proposed document, so that Proposed Orders are required to be submitted a Word-editable document, while Proposed Documents to Be Sealed require a .pdf.

Submitted documents for In Camera Inspection can be included with a motion and proposed order to allow in camera inspection using the Proposed In Camera Exhibit event. The system will automatically set the security at the correct level so that the document will not become public.

**Filed under order to seal** – checkbox added. When an Order to Seal has been issued that covers subsequent filings, eFilers should select the check box for "Filed under Order to Seal" and then enter the date of the order in the text box. The filing will not be completed until a date of the order is entered. The system will automatically set the security on the document at the correct level so that it doesn't become public.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.